

2008 Indiana Public Library annual report workshop

Edythe Huffman
Indiana State Library
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Bibliostat Collect

- ☐ New interface
 - ☐ Pop-up blockers –
 - Instructions from Bibliostat Collect
 - Instructions from your computer's help screens
 - Help from your IT department
 - ☐ Same process as for 2007 annual report
 - Login, password and URL will be mailed to you
 - Use F11 if you do not see full screen
 - ☐ May copy and paste, with keyboard commands
 - Ctrl and c = copy
 - Ctrl and v = paste
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Home Page (1)

☐ Tool bar

- Home
- Survey
 - ☐ Takes you to choice of surveys
- Status
 - ☐ Must choose survey first
 - ☐ Edit checks
 - ☐ Unanswered questions
 - ☐ Flagged questions
 - ☐ Submit survey

■ Printing

- ☐ Printable survey reports
 - ☐ Printable annotation reports
 - Frequent question
 - Instructions
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Home Page (2)

■ Need assistance

- For help with technical questions about Bibliostat Collect, contact Product Support at: 1-866-785-9935

- For questions about the annual report survey or about definitions, please contact the survey administrator at your state library- Edie Huffman, 1-800-451-6028, 317-232-3681, ehuffman@library.in.gov

- Logout
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Home page 3

☐ Navigation

- Parts 1-15 (Part 15 is the supplement)

General information and Part 1

□ General information

- Click "save" to save; can leave program at any time
- Click "next" or "back" to move
- Grayed-out box means answer is automatically calculated
- Half of questions are mandated by FSCS
- Scroll down entire page so that you don't miss any questions

□ Part 1 General

- ** There are only 9 Congressional districts in Indiana
 - Answers from previous year's report above question (can use key commands to copy and paste)
 - Definition for underlined questions easily accessible
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Parts 1 and 2

☐ Part 1 General

- *New* Time zone
- *New* Do you have a branch or bookmobile – yes or no
- # branches and bookmobiles and total annual hours automatically calculated
- Use average if not open 52 weeks a year
- *New* How many Sundays were you open last year

■ Repeating groups

- ☐ “Add group” to add new outlet
- ☐ “Remove group” to delete closed outlet

☐ Part 2

- Non-resident fee \$25 or actual operating expenditure per capita, whichever is greater
 - Drop box with choices for weeding timetable
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Part 3 Libraries and political subdivisions (1)

- 2008 AV and tax rate
 - 20a "Political Subdivision 1 Name"
 - 20b "Type of Political Unit" (Taxed Units 1 (**city/town**), 2 (**more than 1/2 of county**), 3 (**total county**), 4 (**township merged**), 9 (**township validated**), 11 (**endowed**), 12 (**county contractual**) Only)
 - 20c "Population 2000 Census" (Units in 20b Only)
 - This population is considered "served" because they are taxed
 - *New* Add group
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Part 3 Libraries and political subdivisions (2)

- 20d "Type of Political Unit" (Contracting Units 5 (**Township, partial, served by contract**), 6 (**Township served by contract**), 7 (**Township taxed to pay contract**), 8 (**Township, partial, taxed to pay contract**), 10 (**Town served by contract**) Only)
 - This population is not "served" because they are not taxed.
 - 20e "Population 2000 Census" (Units served by contract in 20d Only)
 - *New* Repeating group "Add group"
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Part 4 Library operating fund income

Part 5 (Operating) expenditures

☐ Part 4

- If you enter an amount in 28f “Contractual Revenue Received for Service”, make sure you have the relevant information in 21-27 a,d,e (wherever it goes)

No state
distribution

☐ Part 5

- “IN” vs “FSCS”
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Part 6 Capital revenue

Part 7 Employment data

☐ Part 6

- Any type of income received for use in capital projects

☐ Part 7

- FTE automatically calculated
 - Librarian
 - Full time
 - DATA PROBLEM: # of ALA-MLS cannot be greater than # of librarians (which is total of ALA-MLS and others with title and duties of librarian)
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Part 8 Library services and technology(1): Library Programs

- Program counts and attendance counts
 - Change: In library and outside "outreach" separate counts
 - Grand total automatically calculated
 - Subtotal of "outreach" programs automatically calculated

Age divisions are set by each library according to its needs/policy/practice

DATA PROBLEM:

Supplying the # of library programs but not the attendance or vice versa.

Part 8 Library services and technology (2)

- Reference questions, visits to library, users of public Internet computers, in-house circulation
 - exact count or typical week count (PSU)
 - *New* # of Hours Public Internet Computers Used per Year
 - The more measures for which you can supply an accurate and reasonable count, the more meaningful the story you tell to bolster data gathering you do for your board and public.
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Part 9 Circulation and holdings

Part 10 Library board

☐ Part 9

- “In-house” circulation; please review definition
- Print materials FSCS is total of books and bound serials
- Please review definition of bound serials

☐ Part 10 (All information important: home address, appointing authority, email address, date appointment ends)

- ☐ Position on board now a drop-down box
 - ☐ Deleted Telephone #
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Part 11 Salary section

- ☐ *New* Repeating groups for all positions listed in past reports.
 - ☐ Report all positions for which you have a salary schedule
 - ☐ *New* Salary for director is annual salary
 - ☐ Report dollars and cents, hourly salary for all other staff
 - ☐ Report the salary determined for the next year. Most other data elements are for the reporting year.
 - ☐ Most Fringe Benefits are in repeating groups
 - Days off are not in repeating groups
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Part 12 PLAC

Part 13 Statement of compliance with Standards

☐ Part 12

- *New* Repeating groups
- No library can/should report PLAC loans to its own taxed patrons – it's not possible!
- Make sure # of PLAC loans by library adds up to total PLAC loans
- Report only PLAC loans, no reciprocal borrow loans, no loans to nonresident borrowers unless using PLAC card

☐ Part 13 Standards

- 120 "Trustee bylaws" – do you know where they are? Minute book is best place for storage
 - 126a "full-time"
 - 129 "support continuing education"
 - 132 "hours of service" – choose response that most closely describes your hours
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Part 13 Statement of compliance with standards & Part 14 Statement of intent to comply with standards

☐ Part 13

- 133d "Interlibrary loan free of charge"
- 135d "Audiovisual services" – materials count!
- "no" response with no explanation in part 14 will trigger a phone call!!!

☐ Part 14

- Only necessary if you answer "no" to any question in Part 13 – Statement of compliance with standards
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Part 15 Supplement

- ☐ Services and fees
 - ☐ Materials circulation by type (# instead of percentage)
 - This does NOT include in-house circulation, computer or equipment usage
 - ☐ Funding, foundations, endowments
 - ☐ Internet usage
 - ☐ Names of databases to which you subscribe or which your library has produced
 - ☐ # of hits on those databases
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Data problems

- ❑ Data you report to ISL is what is reported to FSCS, unless there is some question about it, either after I review it or Census Bureau does.
 - ❑ Once I post data, this is data that is viewed by other librarians, legislators, citizens looking for information. If it is not accurate or incomplete, there can be problems.
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Data problems 2

- ❑ As stated previously, the more data measures you can supply, the more rationale you have for justifying services and expenditures. The more accurate and complete your data, the more compellingly and convincingly your story can be told.
 - ❑ Again, if you have any questions about the survey, please contact Edie Huffman at 1-800-451-6028, 317-232-3681 or ehuffman@library.in.gov
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